

JOB DESCRIPTION
MURFREESBORO MUNICIPAL GOLF COURSES
DEPARTMENT COORDINATOR

1. JOB TITLE: DEPARTMENT COORDINATOR

2. **DEFINITION:** The position of Department Coordinator requires an individual who is capable of exercising independent judgment and who possesses secretarial, clerical, and record keeping skills and the psychological qualities generally required of people who work well with the public and other employees. This is a mid-level position. The employee is under the general direction of the Director of Golf and the Head Golf Professional of the Murfreesboro Municipal Golf Courses. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee operates a multi-line telephone system, computer, calculator, typewriter, fax machine, copier, computerized register system, and other modern office equipment.
- b. The employee works indoors in a smoke free office environment. All City buildings and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Knows, follows and assists others in following City of Murfreesboro and Murfreesboro Municipal Golf Course personnel policies and procedures on attendance, overtime, compensation, insurance, employee benefits, and on-the-job injuries.
- b. Maintains and provides payroll information to Personnel Department including hours worked, overtime, use of vacation, sick, or compensatory time for all full-time and part-time employees.
- c. Coordinates the orientation of new employees with their supervisors including check out and showing required films, filling out of paperwork, and forwarding completed paperwork to the Personnel Department.
- d. Submits job advertisement requests to the Personnel Department.
- e. Maintains records on Safety Sensitive and Non-Safety Sensitive positions within the Department and schedules drug tests for affected employees.
- f. Completes employee injury reports and forwards them to the Legal and Personnel Department.
- g. Answers telephone inquiries from and concerning employees and interacts with the public, City officials, and other City employees.
- h. Assists in preparation of job descriptions, updating them as needed.
- i. Processes accounts payable and maintains budgetary records.
- j. Coordinates purchases; issues and types purchase orders.
- k. Accurately prepares, types, and proofreads correspondence, bid specifications, reports, and other documents.
- l. Maintains files for the Murfreesboro Municipal Golf Courses.

- m. Assists with all phases of the golf shop operation including customer service at the register, sales of merchandise, operation of GHIN handicap computer, checking in merchandise as it is received, and providing general information in person and over the phone about the Murfreesboro Municipal Golf Courses.
- n. Serves as Secretary to the Old Fort Golf Commission and provides copies of minutes taken to Commission Members and City Council members.
- o. Delivers correspondence/documents to other departments.
- p. Makes bank deposits and picks up night deposit bags and change at bank.
- q. Orders office supplies.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least of 21 years of age.
- b. Must possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- c. Graduation from an accredited high school supplemented by courses in general office practices, computer, record keeping and typing or equivalent, or any combination of education and work experience as needed to perform the job, is required. Two years of college with courses in business writing, computer training, and personnel preferred.
- d. Four years experience in secretarial, bookkeeping and office management required. Education in related field above the minimum may substitute for experience.
- e. Must have legal authorization to work in the United States.
- f. Ability to make arithmetic calculations rapidly and accurately.
- g. Knowledge of and the ability to operate modern office equipment efficiently and effectively such as typewriters, computers, calculators, copiers, telephones, fax machines, etc.
- h. Ability to type accurately from plain copy and from rough draft.
- i. Ability to establish and maintain an effective working relationship with other employees and the public.
- j. Knowledge of modern bookkeeping practices and procedures.
- k. Excellent typing and keyboarding skills, 55 wpm or better preferred.
- l. Ability to learn City organizational structure, rules, regulations, procedures and functions.
- m. Possess excellent communication skills with the ability to give and follow oral and written instructions in English.
- n. Ability to compose a variety of memorandums or letters with only general instructions.
- o. Ability to concentrate and accomplish tasks despite interruptions.
- p. Ability to perform a variety of tasks simultaneously or in rapid succession.
- q. Ability to appear for work on time and perform job responsibilities in a timely manner in order to meet scheduled deadlines and notify the appropriate individual in advance if unable to work.
- r. Ability to perform the duties of the position for an entire workday.
- s. Ability to perform overtime as needed or necessary.

Non-Exempt

Non-Safety Sensitive

August 12, 2005